



**EMPLOYMENT OPPORTUNITY**  
**Fiscal Technician 2**  
**\$ 2212.00 - \$2855.00 Range: 32**

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**Recruitment 1266-09 Opens: October 26, 2009 Closes: November 6, 2009**

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The Financial Services Program, General Accounting Unit is recruiting for a Fiscal Technician 2. This position is located in the WDFW Fiscal Office at 902 E. Union, Olympia.

**JOB SUMMARY**

Reporting to the General Accounting Manager, this is a journey level position that independently performs a variety of fiscal support activities, including:

- Ensuring timely and accurate revenue deposits
- Recording information using a Cash Journal and ensuring proper revenue/ expenditure codes
- Entering information into the AFRS-Statewide Accounting System
- Recording and processing payments received
- Preparing journal vouchers within AFRS
- Making accounting adjustments as requested
- Ensuring licensing of agency owned vehicle/trailers/vessels, troubleshooting questions and maintaining vehicle files
- Responding to inquiries

**WORKING CONDITIONS**

The current schedule is 4 days per week at 10 hours per day, from 6:30 A.M. to 5:30 P.M. Duties require long periods working at a computer. During the biennial/fiscal closeout, July-August, there is very limited leave approval.

This position is covered by a collective bargaining agreement between the State of Washington, Department of Fish and Wildlife, and the Washington Federation of State Employees (WFSE), which contains a "union security" provision. As a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status.

**QUALIFICATIONS AND COMPETENCIES**

This position requires high school graduation (or a GED) and two years of experience performing fiscal or clerical duties in an office setting. Qualifying experience must include entering numerical or fiscal/financial data into computer databases or spreadsheets as a regularly assigned duty of the job.

**Competencies.** Qualified applicants will be considered based on the following:

- Cash handling experience – performing duties that included direct responsibility for cash handling
- Basic knowledge of the state's AFRS accounting system; experience using the system to enter and retrieve information
- Basic educational preparation demonstrated by successful completion of a college level course in accounting, business, mathematics or statistics
- Completion of formal coursework in office skills, especially computer usage
- Ability to read, understand and apply rules and regulations (e.g. OFM and Agency procedures and regulations)
- Proficiency (speed with accuracy) in data entry, especially relating to fiscal data

## **HOW TO APPLY**

**This recruitment will close on November 6, 2009.**

Submit a completed **state job application and a detailed resume** showing how you meet the qualifications and competencies described above. Be specific in listing relevant education and training completed and in describing the work experiences and other accomplishments that demonstrate how you meet the competencies. Send your application materials to:

Margaret Gordon, Recruitment Specialist  
Human Resource Office, Department of Fish and Wildlife,  
600 Capitol Way North, Olympia, WA 98501-1091

(Phone: 360-902-2209)

Or by e-mail to: [WDFWjobs@dfw.wa.gov](mailto:WDFWjobs@dfw.wa.gov)

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